

# ENGAGEMENT RECORD AND REFERENCE FORM FOR LAND SURVEYOR APPLICATION

## GENERAL INSTRUCTIONS AND INFORMATION

\*\*\*For your information. Please do not send these instructions to the Board.\*\*\*

The applicant must complete one form for EACH engagement (a minimum of 4 are required of each applicant) and no more than one engagement may be listed on a form. The applicant's name must appear on each page of the two-page form. All parts of this form must be filled out completely.

The applicant must TYPE all of Part "A", or complete it online. THE DETAILED SUMMARY OF THE ENGAGEMENT MUST BE INCLUDED ON PART A ("see attached" is not acceptable). Part A must be completed and signed by the applicant and sent to the reference, who will complete and sign Part B. Part B does **not** need to be typed. Each reference should receive a copy of these instructions, a copy of the INFORMATION COLLECTION, ACCESS, AND DISCLOSURE statement, the appropriate Part A for the engagement, Part B with a applicant's name on it, and a stamped envelope addressed to the applicant. Each reference must personally complete and sign Part "B" of the form, seal both Part A and Part B in the signature envelope provided, sign and place his or her professional seal across the envelope flap, and return the sealed envelope to the applicant. The applicant must send all reference envelopes (unopened) with the completed application forms to the Board postmarked by the final filing date. An application is incomplete unless all the required forms have been filed.

The applicant should carefully prepare each reference's Part "A". Each separate engagement must be identified and engagements cannot overlap. All applicable time since the beginning of the applicant's work experience must be accounted for. The Engagement Record should be complete up to the FINAL FILING DATE. Summarize each separate engagement on the forms. Additional sheets may be used; but not instead of the Board prescribed form (Business and Professions Code Section 8740). THE PRESENT ENGAGEMENT IS NUMBER ONE (1). State exact beginning dates (day, month, year), or month end will be assumed. Different projects for one employer are not separate engagements. However, different positions and/or levels of responsibility (i.e.: rod person, instrument person, party chief, etc.) for one employer are considered separate engagements.

**REFERENCES REQUIRED** – References must comply with Section 8743 of the Business and Professions Code which is as follows:

"An applicant for licensure as a Professional Land Surveyor must include the names and addresses of at least four land surveyors or civil engineers who are duly qualified to practice land surveying in the place where such practice has been conducted, each of whom has sufficient knowledge of the applicant to enable him to certify to the applicant's professional integrity, ability and fitness to receive a license . . . ."

References from supervisors are preferred. However, if an applicant cannot obtain references from four supervisors, references may be obtained from other licensed individuals who have personal knowledge of the applicant's qualifying work experience. An Employment Verification form may be required for each engagement where the applicant cannot have a supervisor complete the Reference form. References from relatives by birth or marriage are not acceptable.

Each reference must complete the Reference form (Part "B") personally. The statements should reflect the reference's professional opinion, based on personal knowledge.

It is the applicant's responsibility to select references who can verify the applicant's appropriate qualifying experience and responsible field and office training. The applicant, not the Board, must communicate directly with the references to ensure he or she receives the reference envelopes in time to transmit them to the Board in the application packet by the final filing date.

**QUALIFYING WORK EXPERIENCE (RESPONSIBLE FIELD AND OFFICE TRAINING) REQUIREMENTS** – The following should be considered when completing the Engagement Record and Reference form:

Qualifying experience shall be counted on an actual time worked basis and is usually gained during full-time employment. Part-time, short-time or overtime employment may be counted towards satisfaction of the qualifying experience requirements; however, no more than one day's experience credit can be gained for one day's work, regardless of how many hours are worked during that day. Summer work experience while in school pursuing a two or four year degree does not count as qualifying work/training experience.

**RESPONSIBLE FIELD AND OFFICE TRAINING** – An applicant's total qualifying work experience shall include at least one year of responsible field training and at least one year of responsible office training gained by participating, in a lead position, directly and responsibly in four or more of the activities listed in Section 8726 (a)-(g) and (k)-(n) of the Professional Land Surveyors' Act. Responsible field and office training must be under the immediate direction and supervision of a Licensed Land Surveyor or a Registered Civil Engineer authorized to practice land surveying.

**CAUTIONS TO APPLICANTS AND REFERENCES** – Section 8780 of the Business and Professions code states: "By a majority vote, the Board may suspend for a period not to exceed two years, or revoke, the license or certificate of any licensed Professional Land Surveyor or registered Civil Engineer, respectively, licensed under this Chapter or registered under the provision of Chapter 7 (commencing with Section 6700) of Division 3, whom it finds to be guilty of: . . . ."

- (b) any fraud or deceit in obtaining his/her license.
- (c) aiding or abetting any person in the violation of any provision of this Chapter..."